



# Door County Tourism Zone Commission Monthly Room Tax Report

**Please Note:**

1. Your report and room tax remittance are due by the end of the month following the month
2. You may copy this form as needed or download an original from our website.
3. For further information or to file online, visit [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com)
4. **PLEASE DO NOT SEND CORRESPONDENCE WITH THIS REPORT**  
Any and all communication should be directed to [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com)

## Lodging Establishment

Report Month and Year: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Lodging Name: \_\_\_\_\_

Lodging Address: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Check if new

## Contact Information

Reported completed by: \_\_\_\_\_

e-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signatory attests to the accuracy of all of information in this report.

Check if this report is the last filing for the year.

## INSTRUCTIONS

Please see the back of the form for detailed instructions

Mailing Address:  
Door County Tourism Zone Commission  
PO BOX 55  
Sister Bay WI 54234

EMAIL: [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com)  
PHONE: 920-854-6200

To pay your Room Tax online, contact the Tourism Zone office.

## Tax Calculation

1 Total Available Rental Units This Month: \_\_\_\_\_  
(Number of Units Available x Days Open)

2 Number of Rented Unit Days This Month: \_\_\_\_\_  
(Ex. Rm # 1 @ 20 days + Rm # 2 @ 15 days = 35)

3 Total Lodging Sales This Month: \$ \_\_\_\_\_  
Gross Rent Receipts for Occupancy of Rooms (INCLUDE TAXABLE ITEMS and EXEMPT SALES)

4 Total Exemptions and Exempt Sales: \$ \_\_\_\_\_  
(Claim tax exempt lodging sales in this field - Enter Non- Taxable Sales)  
Exempt Entity's WI Certificate of Exempt Status Number: \_\_\_\_\_

(If additional room is needed, please attach a page to report addtl CES #'s) / Or provide dates of 30+ days stay

5 Net Taxable Sales (Total Lodging Sales minus Total Exemptions and Exempt Sales): \$ \_\_\_\_\_

6 Total Tax at the Current 5.5% rate (Net Taxable Sales x 0.055) \$ \_\_\_\_\_

## Late Filing Penalty and Interest

Late Filing Fee if Applicable: \_\_\_\_\_  
Less than 30 days late = \$25  
More than 30 days late = the greater of \$25 or 25% of tax due

8 Interest on Late Payment if Applicable \$ \_\_\_\_\_  
(1% per month):

9 Total Late Filing Fees and Interest: \$ \_\_\_\_\_

10 Total Credits to be applied to tax owed \$ \_\_\_\_\_

## Total Amount Due

11 Total Amount Due (Sum of Total Tax and Any Late Filing Penalty and Interest Due): \_\_\_\_\_

Delinquent Room Tax returns shall be subject to a minimum twenty-five dollar (\$25) late filing fee. The tax shall become delinquent if not paid by the due date of the return. A forfeiture of twenty-five percent (25%) of the room tax due or five thousand dollars (\$5,000.00) whichever is less, of the tax imposed, is hereby established and due and owing in the event that the room tax is not paid within thirty (30) days after the due date of the return. In addition to this forfeiture, all unpaid taxes under this Agreement shall bear interest at the rate of one percent (1%) per month from the due date of the return until received and deposited by the Commission.



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**Please fill out each month on an individual form - do not combine months!**

Line 1 **NIGHTS AVAILABLE:** The number of rental units available for rent during the report month multiplied by the number of days . Example = March has 31 days >One unit is being reported> 1\*31 = 31 nights available.

Line 2 **NIGHTS RENTED:** The number of nights rented for your property. Note: You must file a report even if your property had no rentals.

Line 3 **GROSS RENTAL RECEIPTS:** Enter the total amount of rental charges for the reporting period including charges which are exempt from room tax. This total should have no sales or room tax included. This total includes all sources of bookings for your property.

Line 4 **EXEMPT SALES:** Enter any rental charges that are exempt from room tax. Exempt rentals must be supported by the documentation listed below- enter the CES# on the report form. If the rental is a 30+ day rental, please provide the dates of the rental.

### **DOCUMENTING SALES OF LODGING TO EXEMPT ENTITIES OR THEIR EMPLOYEES**

In general, sales of lodging services are subject to Wisconsin sales tax. An exemption applies however, for sales of lodging services to exempt entities that furnish appropriate documentation to the seller.

#### **Lodging Service Provider Paid Directly by Exempt Entity**

*The sale is exempt from sales tax if all of the following three conditions are met:*

1. The invoice or billing document is in the name of the exempt entity.

2. The lodging provider receives any of the following from the exempt entity:

♦A purchase order or similar document.

♦A fully completed Form S-211 or Form S-211 –SST

♦The exempt entity's Wisconsin Certificate of Exempt Status (CES) number which should be entered on the provider's copy of the invoice or billing document and provide information on the monthly room tax report (line4)

The lodging provider keeps a copy of each of the documents indicated to substantiate the sale was exempt.

#### **Lodging Service Provider Paid by Exempt Entity Employee**

*The sale is exempt if the following conditions are met:*

1. The employee provides a letter or other document issued by the exempt entity which identifies the employee, states the employee is traveling on business for the entity or organization, and indicates the employee will be reimbursed by the entity or organization for the lodging.

2. The lodging provider issues the invoice or other billing document for the lodging in the name of the exempt entity. The billing may also include the employee's name,

3. The lodging provider receives any of the following from the exempt entity:

♦A purchase order or similar document.

♦A fully completed Form S-211 or Form S-211 –SST from the exempt entity.

♦The exempt entity's Wisconsin Certificate of Exempt Status (CES) number which should be entered on the provider's copy of the invoice or billing document and provide information on the monthly room tax report (line4)

The lodging provider keeps a copy of the documents indicated to substantiate the sale was exempt.

Additional information about the sales tax treatment of lodging services is provided in Publication 219, Hotels, Motels and Other Lodging Providers.

Line 5 Subtract line 4 from line 3

Line 6 The total of Line 5 multiplied by 5.5%

Line 7 If filing is less than thirty (30) days past due please add \$25. If the filing is more than thirty (30) days past due, add the greater of \$25 or 25%.

Line 8 Interest due at the rate of 1% per month on the unpaid room tax due

Line 9 Add lines seven and eight

Line 10 Do you have any credits? If so enter the amount on this line.

Line 11 Total amount due - add lines six and r Less credit amount from line 10 (if applicable)

Sign and date the return. Unsigned tax returns or incomplete returns may be returned and subject to late fees and interest. Make checks payable to the Door County Tourism Zone Commission. Write your permit number and the reporting period (month/year) on your check.